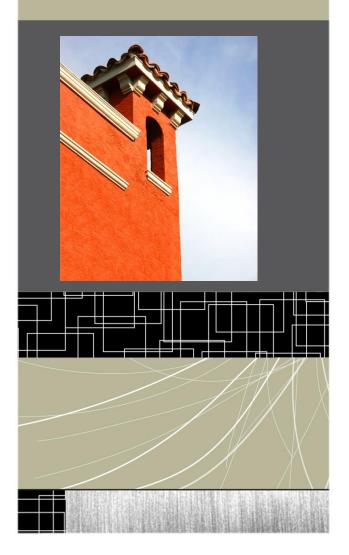
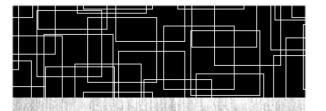
### **SCHOOL FACILITIES**

Schools shall have facilities, equipment, instructional materials, instructional staff, and other personnel to provide educational services necessary to meet the stated objectives for which the educational services are offered.





### SUMMARY: STEPS TO OBTAINING A LICENSE

- 1. Determine appropriate fees
- 2. Submit application and attachments
- 3. Application will be reviewed by Board Staff
- 4. Any additional information needed will be requested by Board Staff
- Application will be placed on Board Meeting agenda
- 6. Application for Licensure will be reviewed by the Board
- 7. If approved, a License will be sent by mail

QUESTIONS? We are here for you... Give us a call.

Phone: 501.683.8000 Fax: 501.683.8050 Email: sbpce@arkansas.gov

501 Woodlane, Suite 312 South Little Rock, Arkansas 72201

Website: www.sbpce.org

## OBTAINING A SCHOOL LICENSE

# QUICK REFERENCE GUIDE



Arkansas State Board of Private Career Education





#### STEPS TO OBTAINING A LICENSE

- Log on to www.sbpce.org and from the main page click on the link 'Codes/Regulations'. We recommend familiarizing yourself with our regulations and printing off a copy for your reference.
- From our homepage, click on the link 'Schools'. From the 'Schools' page, click on the link 'Forms by Number'.
- Start with Form 1000 (Original License Application). <u>Note</u>: this is our base form; many other forms and documents will be required to complete your application.
- Any individual owning 10% or more of the school must have a FBI Background Check. For each individual fitting that criteria:
  - Call SBPCE and request fingerprint card
  - Print and fill out Forms 6000 (Owners Background Investigation Form) and 6050 (Arkansas State Police Identification Bureau Individual Record Check"
  - Submit to SBPCE: completed fingerprint card, Form 6000, Form 6050, and a check for \$37.75 made out to the Information Network of Arkansas for each owner.

- 5. Refer to SBPCE Regulations to prepare the following documents:
  - Enrollment Agreement (Regulation page 32)
  - Student Ledger (Regulation page 26)
  - Attendance Records (Regulation page 26)
  - Transcript (Regulation page 27)
  - Certificate of Completion (Regulation page 26)
  - Placement Records, if applicable (page 26)
- Create a school catalog. Refer to page 28 of our Regulations for what must be included in your catalog.
- 7. Complete form 2000 (New Program of Study for Licensed School) for each program the school will offer. EX: For a school teaching Body Art, one program would be Tattooing, one program would be Piercing, etc.
- Submit Form 3000 (Instructor Record of Qualifications) and \$50 fee for each instructor. The following instructor categories have forms specific to their programs and will not require a Form 3000. Submit the form in parenthesis instead of the Form 3000 according to the category:
  - Real Estate (Form 3040)
  - Drivers Education (Form 3060)
  - Certified Nursing Assistant (Form 3070))
  - Body Art (Form 3080)
- 9. If you are offering a Real Estate Continuing Education course you must submit a course outline to be reviewed by the Arkansas Real Estate Commission. Submit Form 2040 (Real Estate Continuing Education Course Outline) along with the appropriate fees (\$25 for 3 hour, \$50 for 6 hour)
- 10. Submit Form 5000 (Admissions Representative Original Application) and \$375 fee for anyone employed by the school whose main function is to recruit students.
- 11. Call your local Fire Department and request a fire inspection

- All schools must submit a Balance Sheet.
   If the school's highest tuition is above \$1000, it must be prepared by an accountant.
- If your schools highest tuition is \$3000 or more, you must have a Surety Bond in the amount of \$10,000. Submit the bond with Form 4600 (Surety Bond).
- Refer to pages 14-19 of SBPCE
   Regulations to determine original licensing
   fees due with the application. Call our
   office (501-683-8000) if you have
   questions.

PLEASE NOTE: After School is licensed, SBPCE will issue a bill for the Student Protection Fund. See page 32 of SBPCE Regulations for information on the Student Protection Fund



Visit our website for more information

www.sbpce.org